Banner Training

Faculty Self Service Guide

Manual Version 1.0
Banner Version 8.3.0.5

NORTHEASTERN
STATE UNIVERSITY
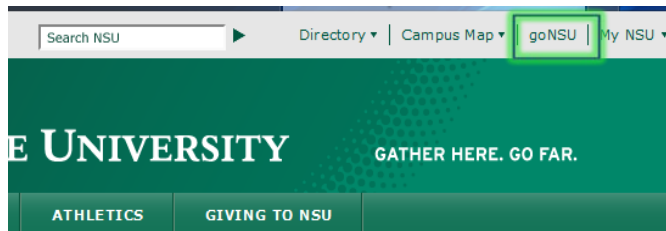
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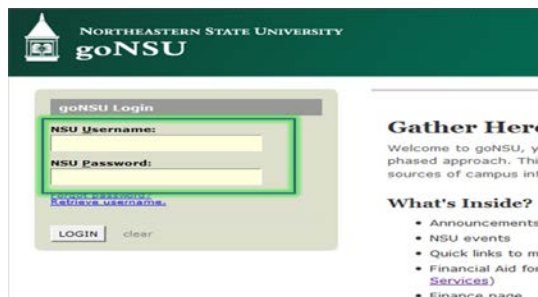
Getting started

Start an internet browser.

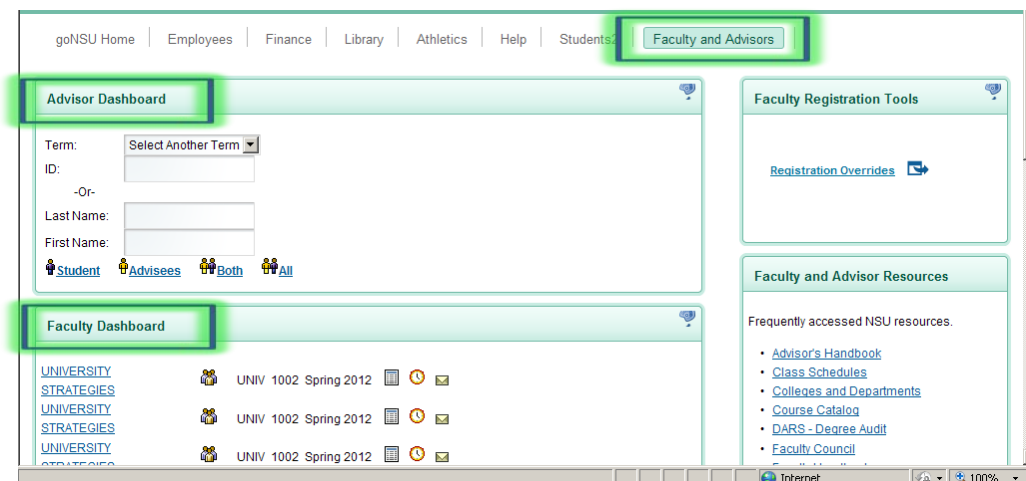Navigate to NSU's homepage. www.nsuok.edu.

Click on **goNSU** in the top right corner.

Login in with your NSU Username and NSU Password.

Click on the **Faculty and Advisors** channel. Perform a student search in the **Advisor Dashboard**, or click one of the links in the **Faculty Dashboard** to go to the Faculty Self Service menus.
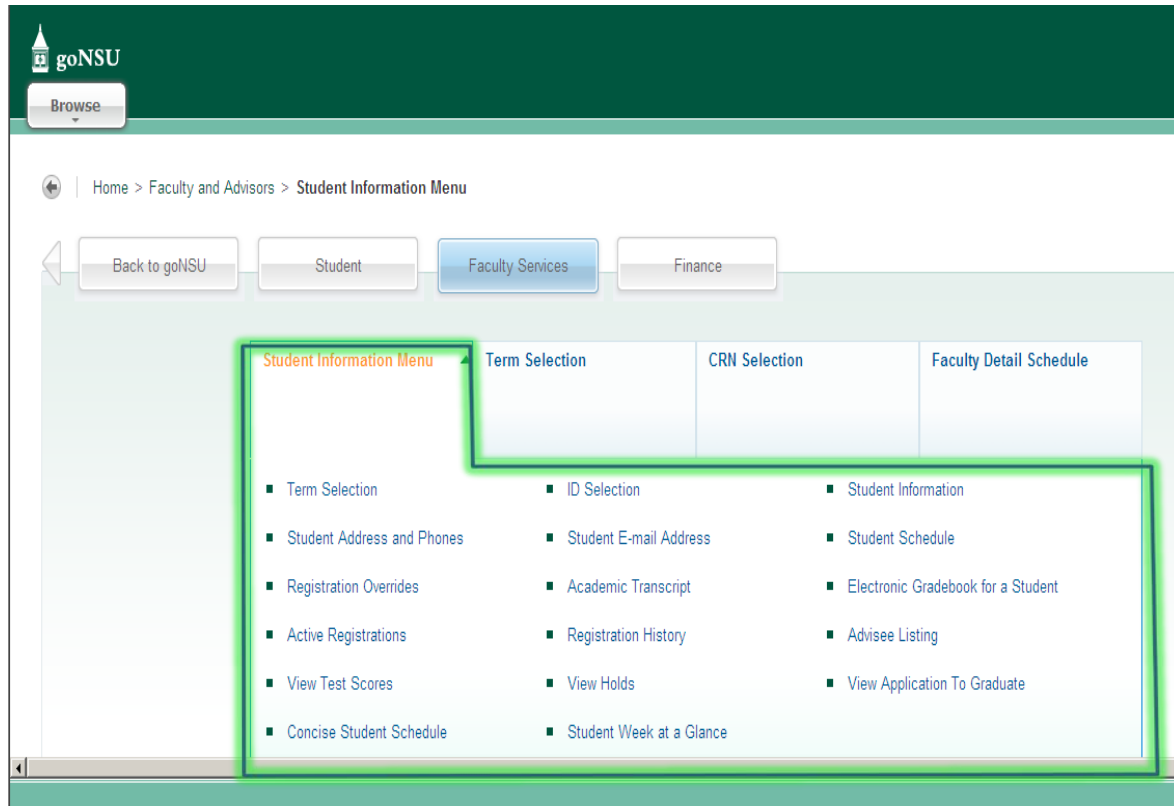
Below is the **Faculty Menu** in Self Service Banner (SSB). This guide will demonstrate a few of the more commonly used tools available to you through SSB. There are multiple ways to retrieve the same information or perform the same tasks. Following are examples of how to use these tools. Please explore the menu to discover the techniques that best fit your individual needs.

Selecting a Student ID

Clicking on **Student Information Menu**, gives you the following menu choices.

In SSB, every query you make or task you perform is related to a specific term (semester), student and/or Course Reference Number (CRN). You will be prompted for this information every time you enter SSB. Once you select this information, all subsequent menu items you select relate back to that term, student and/or CRN. You must select another term, student or CRN to view information related to your new query.

Click **ID Selection.**
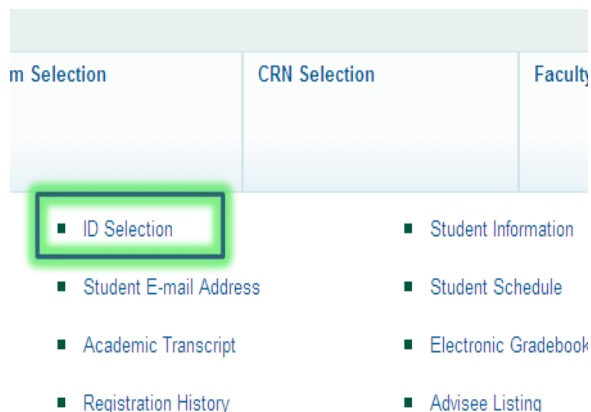
Select the Term and click **Submit**.

On the Student and Advisee ID Selection page, enter the NSU ID of the student you wish to find, or search for a student using their name. If you are uncertain of how to spell their complete name, search using their partial name followed by the wildcard symbol (%). For example: Johnson can be found by entering Johns%.

Viewing General Student Information

From the Student Information Menu, click **Student Information**.
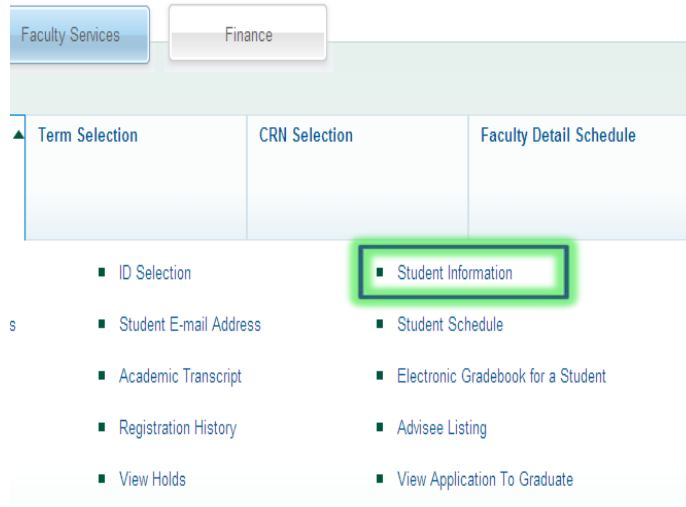
This will display general information about the student's major, classification, advisor, academic standing, etc.
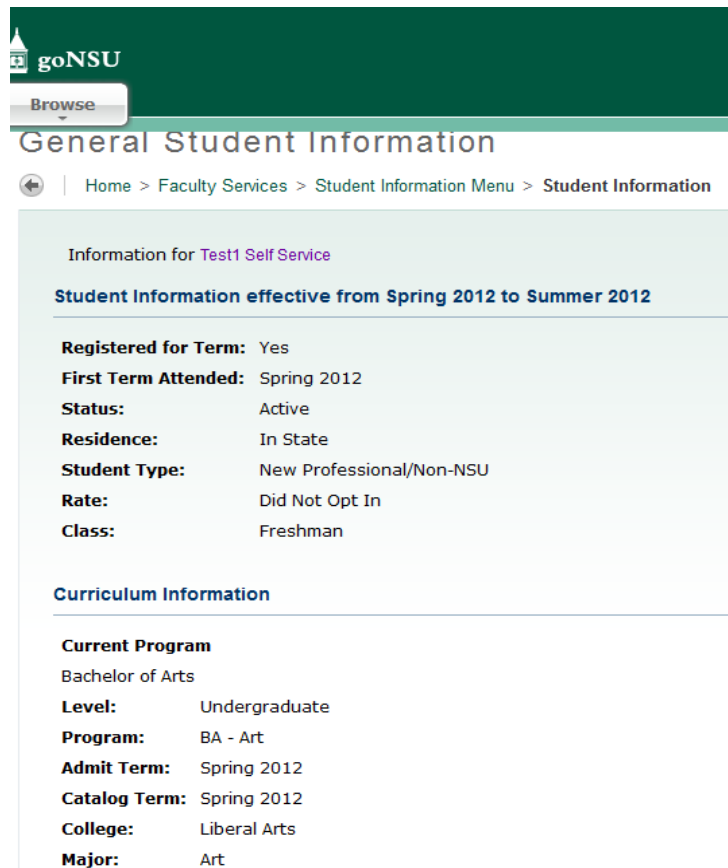
Advisee Listing

From the Student Information Menu, click **Advisee Listing**.
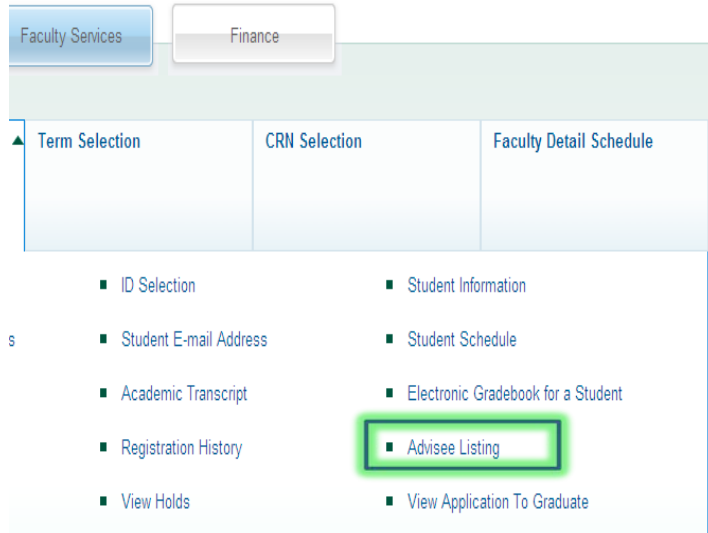
This shows your advisees. You can click any hyperlink to get more detailed information without the need to return to the main menu.

Academic Transcript for a student

From the Student Information Menu, click **Academic Transcript**.
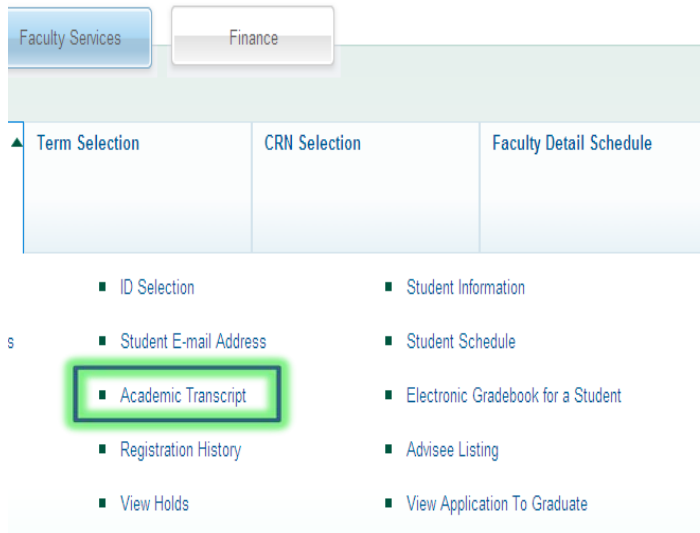
If needed, select the Term, and student you wish to view.

Select the **Transcript Level** and **Transcript Type** from the drop-down menus. The Transcript Level refers to graduate or undergraduate. The default Transcript Type is the advising view. This shows all NSU work as well as specific transfer work. The official transcript view only provides summary transfer information.

Click **Display Transcript**.
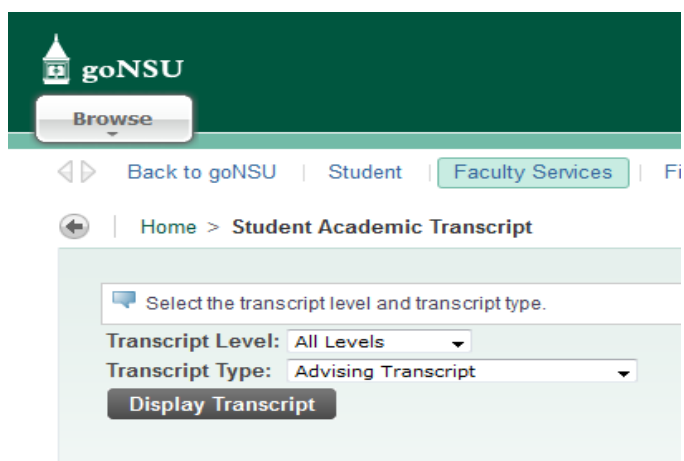
A similar screen appears.

Institution:	0.000	0.000	0.000	0.000	0.000	0.000

TRANSFER CREDIT ACCEPTED BY INSTITUTION   -Top-

CONVERT: Tulsa Community College

Subject	Course	Title	Grade	Credit Hours	Quality Points	R
ENGL	1113	ENGLISH COMP I	A	3.000	12.000	
HIST	1483	AMERICAN HISTORY	A	3.000	12.000	
MATH	1513	COLLEGE ALGEBRA	C	3.000	6.000	
POLS	1113	AMERICAN FEDERAL GOV	B	3.000	9.000	
PSYC	1113	GENERAL PSYCHOLOGY	A	3.000	12.000	

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	15.000	15.000	15.000	15.000	51.000	3.400

Unofficial Transcript

TRANSCRIPT TOTALS (UNDERGRADUATE)   -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	0.000	0.000	0.000	0.000	0.000	0.000
Total Transfer:	15.000	15.000	15.000	15.000	51.000	3.400
Overall:	15.000	15.000	15.000	15.000	51.000	3.400

Selecting the Course Reference Number (CRN)

From the main Faculty Services menu, click **CRN Selection**. Much like selecting the Term or a Student, a CRN Selection pre-populates further menu choices with appropriate information. The CRN was formerly known as the ZAP number.
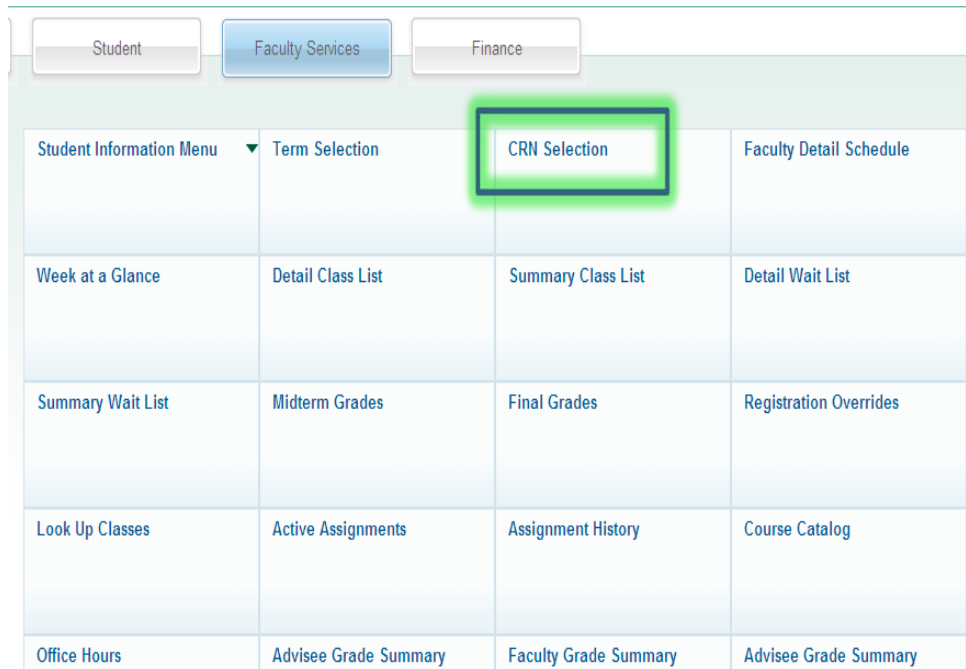
Choose the desired course and click **Submit**. Only the courses you are teaching will be displayed.
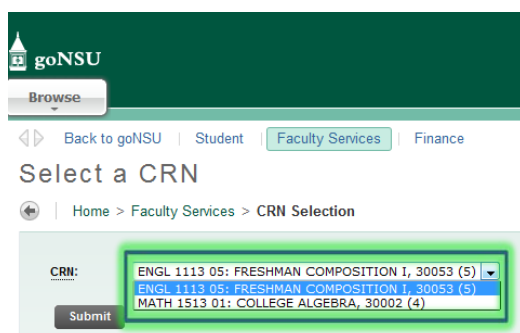
Once the CRN is selected, you may now proceed to other menu functions, (grades, permissions, rosters, etc.) for that section. To view information about other CRN's, go back and select another CRN.

Registration Overrides

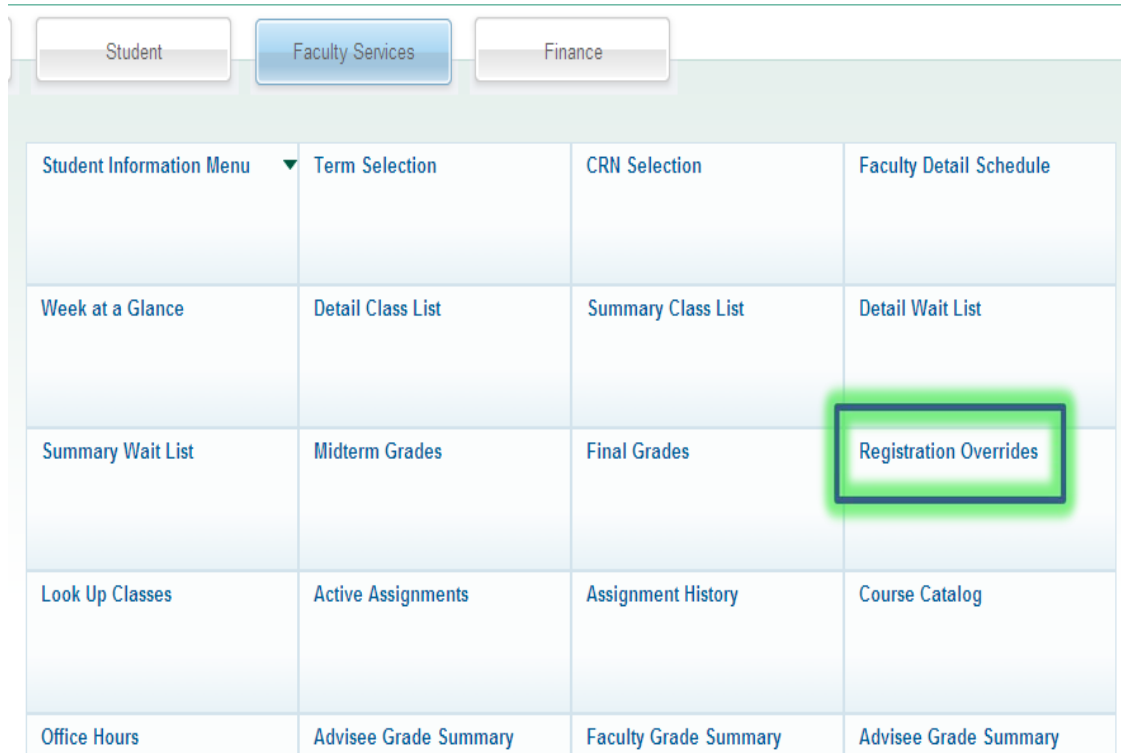From the main Faculty Services menu, click **Registration Overrides**. You may give permission to allow specific students to enroll in your class if they do not meet the prerequisite. The student, once you give the registration override, must go to their self service portal to enroll in the class.

Student	Faculty Services	Finance
Student Information Menu ▼	Term Selection	CRN Selection	Faculty Detail Schedule
Week at a Glance	Detail Class List	Summary Class List	Detail Wait List
Summary Wait List	Midterm Grades	Final Grades	Registration Overrides
Look Up Classes	Active Assignments	Assignment History	Course Catalog
Office Hours	Advisee Grade Summary	Faculty Grade Summary	Advisee Grade Summary

If needed, select the Term, and student you wish to view. A Student Verification page is returned. Click **Submit** if this is the student you selected.

Student Verification

Home > Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.
Smart Water is the name of the student or advisee that you selected.

Submit

The Registration Overrides screen appears.

Select the appropriate **Override** and **Course** from the drop down menus. Click **Submit**. In the Override drop down menu, click faculty. In the Course drop down menu, click the class which you want to override for this student. You can only override coursed which you are listed as the instructor of record.

This is how a confirmed Registration Override Confirmation page appears. Click **Submit** when you verify the information.

Entering Final Grades

From the main Faculty Services menu, click **Final Grades**.
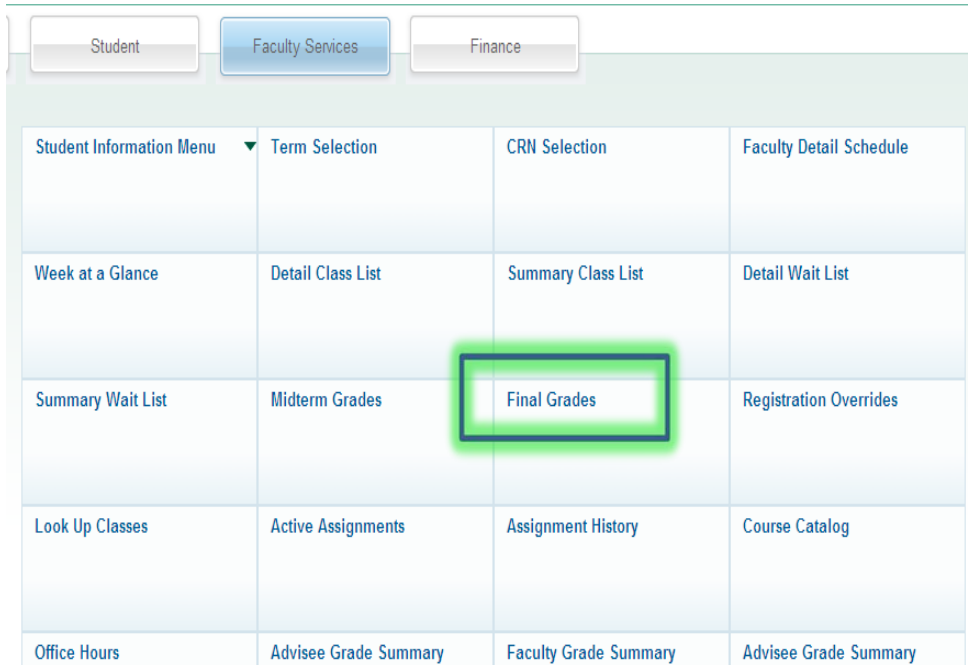
Choose the desired CRN and click **Submit** if requested.

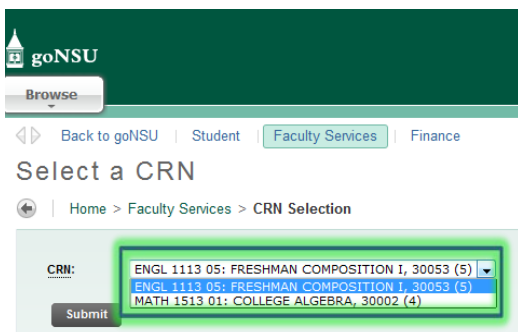The class list for the selected CRN appears. Select the correct grade for each student from the Grade drop down menu. Click **Submit** after you have carefully reviewed the grades for accuracy.

Course Information

FRESHMAN COMPOSITION I - ENGL 1113 05

CRN: 30053

Students Registered: 5

⚠ **Please submit the grades often. There is a 60 minute time limit starting at 02:03 pm on Oct 06, 2011 for this page.**

Final Grades

| Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Eric Matthews	N00000001	3.000	Web Registered Aug 04, 2011	None	N			3
2	Pete Edwards	N00000002	3.000	Web Registered Aug 04, 2011	None	N			2
3	Jeff Newell	N00000003	3.000	Registered Oct 24, 2011	None	N			4
4	Emma Williams	N00000004	3.000	Registered Oct 27, 2011	None	N			5
5	Delany Bronson	N00000005	3.000	Web Registered Aug 04, 2011	None	N			1

Submit   Reset

If you are issuing and "F" or "W", you will be prompted to enter that student's last day of attendance. The **Attended Hours** field is not required. This page times out for security after 60 minutes of inactivity, save (click **Submit**) your changes frequently.

Summary Class List – Roster

From the main Faculty Services menu, click **Summary Class List**.
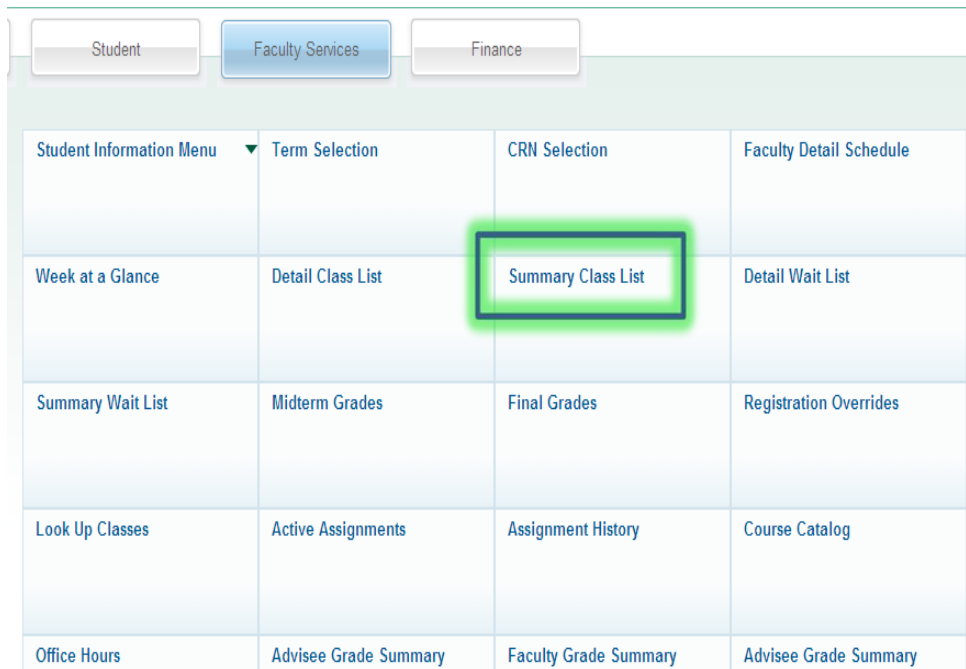
Choose the desired CRN and click **Submit** if requested.
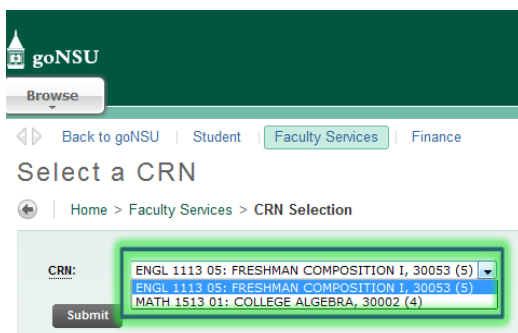
The class list appears for the selected CRN. The **Enrollment Counts** section shows you how many students are enrolled in your class. The **Summary Class List** is your class roster. You may print your roster by using the print icon in your web browser tool bar.

Course Information

🔍 Find a page...

FRESHMAN COMPOSITION I - ENGL 1113 05

CRN:	30053
Duration:	Jan 09, 2012 - May 04, 2012
Status:	Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	20	5	15
Cross List:	0	0	0

Summary Class List

Record Number	Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail	Notification Expires
1	0	Eric Matthews	N00000001	Web Registered	Undergraduate	3.000	Enter	Enter		
2	0	Pete Edwards	N00000002	Web Registered	Undergraduate	3.000	Enter	Enter		
3	0	Jeff Newell	N00000003	Registered	Undergraduate	3.000	Enter	Enter		
4	0	Emma Williams	N00000004	Registered	Undergraduate	3.000	Enter	Enter		
5	0	Delany Bronson	N00000005	Web Registered	Undergraduate	3.000	Enter	Enter		

Entering Office Hours

From the main Faculty Services menu, click **Office Hours**.

Choose the desired CRN and click **Submit** if requested.
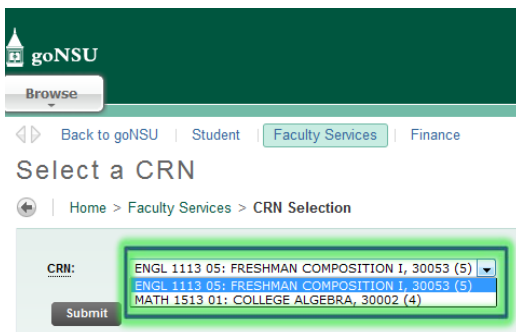
The submitted CRN page appears.

Enter the desired information and click **Submit**. You must use military time, check the appropriate days of the week, choose which contact number (if any), your office location, the date range for which those hours are active, and whether or not you want to display them on the web for students to see.

Once you set your office hours for one class, you can use that copy function to assign those hours to your other classes (recommended).